

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



E-Mail BrownCountyCountyBoard@co.brown.wi.us

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

THE WEEK OF OCTOBER 14 – 18, 2013

MONDAY, OCTOBER 14, 2013

- | | | |
|-----------|---------------------------------------|--|
| *11:30 am | Harbor Commission | Clarion Hotel 200 Main Street |
| *4:30 pm | Neville Public Museum Governing Board | 3 rd Floor Board Room, Neville Museum 210 Museum Place |

TUESDAY, OCTOBER 15, 2013

- | | | |
|----------|-----------------------------------|---|
| *5:00 pm | Veterans Recognition Subcommittee | Room 201, Northern Building 305 E. Walnut Street |
|----------|-----------------------------------|---|

WEDNESDAY, OCTOBER 16, 2013

- | | | |
|----------|-----------------------------|---|
| *6:45 pm | Special Executive Committee | Room 207, City Hall 100 N. Jefferson Street |
| *7:00 pm | BOARD OF SUPERVISORS | Legislative Room 203 100 N. Jefferson Street |

THURSDAY, OCTOBER 17, 2013

- | | | |
|----------|---------------------------|---|
| *9:00 am | Traffic Safety Commission | Brown County Sheriff's Office 2684 Development Drive |
| *5:15 pm | Library Board | Central Library 515 Pine Street |

FRIDAY, OCTOBER 18, 2013

(No Meetings)

PORT AND RESOURCE RECOVERY DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

DEAN R. HAEN
DIRECTOR

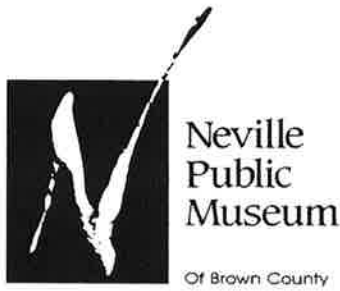
- PUBLIC NOTICE -
BROWN COUNTY HARBOR COMMISSION
*** Monday, October 14th – 11:30 am**
Clarion Hotel, 200 Main Street, Green Bay, WI

Agenda:

1. Call to order
2. Roll Call
3. Approval/Modification – *Meeting Agenda*
4. Approval/Modification – *August 6, 2013 Meeting Minutes*
5. Northeast Asphalt Property Sale – *Update*
6. 2014 Budget - *Update*
7. Cat Island Chain Restoration Project – *Update*
8. Renard Island Closure - *Update*
9. Water Resource Development Act – *Update*
10. WPCA Visioning Document - *Update*
11. Director's Report - *Update*
12. Audit of Bills – *Request for Approval*
13. September Tonnage Report– *Request for Approval*
14. Such Other Matters as Authorized by Law
15. Adjourn

Dean R. Haen – Director
Port & Resource Recovery Department

Any person wishing to attend whom, because of disability requires special accommodations should contact the Brown County Port and Resource Recovery Department at 492-4950, at least two working days in advance of the meeting for special arrangements to be made. Notice is hereby given that action by the Harbor Commission may be taken on any of the items, which are described or listed on the agenda



NEVILLE PUBLIC MUSEUM GOVERNING BOARD

AGENDA

October 14, 2013

4:30 p.m.

Neville Public Museum
Third Floor Board Room

-
- I. Call meeting to order
 - II. Approve/modify agenda
 - III. Approve minutes from last Governing Board meeting, September 9, 2013
 - IV. Introduction of new, Deputy Director, Beth Lemke
 - V. Discussion of transition strategy related to the current director's departure in November
 - VI. Update and discussion, FY 2014 budgets and program plans
 - VII. Update and discussion, museum master planning
 - VIII. Such other matters as authorized by law
 - IX. Adjournment

Kevin Kuehn, Chair

Please contact Rolf Johnson at 448-7843 if you cannot attend this meeting

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Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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VETERANS SUBCOMMITTEE

Bernie Erickson, Chair
Sherry Steenbock, Vice Chair
Rosemary Desisles,
James Haskins, Ed Koslowski,
John Maino, Troy Ness, Delores
Pierce, Duane Pierce, Joe Witkowski

****Running Total of Veterans' Certificates: 1431**

VETERANS' RECOGNITION SUBCOMMITTEE

TUESDAY, October 15, 2013

5:00 p.m.

**Room 201, Northern Building
305 E. Walnut Street**

1. Call Meeting to Order.
2. Invocation by Jim Haskins.
3. Approve/Modify Agenda.
4. Approve/Modify Minutes of September 17, 2013.
5. Follow up discussion regarding Veterans Appreciation Day at Brown County Fair on August 17, 2013.
6. Report from CVSO Jerry Polus.
7. Comments from Bill Kloiber and/or Carl Soderburg.
8. Discussion re: Veterans Day.
9. Report from Committee Members Present (Erickson, Desisles, Haskins, Koslowski, Maino, Ness, Pierce, Steenbock, & Witkowski).
10. Such Other Matters as Authorized by Law.
11. Adjourn.

Bernie Erickson, Chair

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— Brown County



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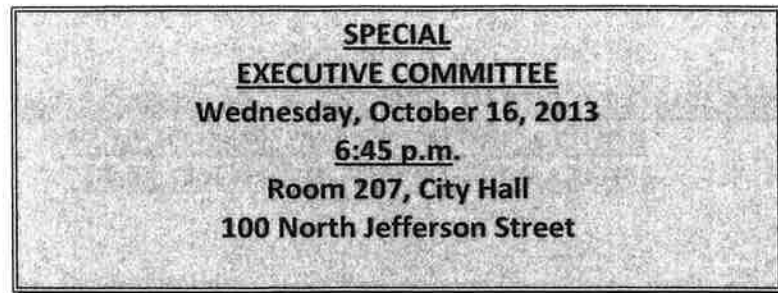
EXECUTIVE COMMITTEE

Thomas Lund, Chair

Bernie Erickson, Patrick Buckley, Patrick Evans,

Patrick Moynihan, Jr., John Vander Leest

Steve Fewell



- I. Call meeting to order.
- II. Approve/modify agenda.
1. Resolution re: Change in Table of Organization Public Safety Communications Telecommunication Operator I.
2. Such other matters as authorized by law.

Thomas Lund, Chair

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BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4013 FAX (920) 448-6221

E-mail BrownCountyCountyBoard@co.brown.wi.us.

PATRICK W. MOYNIHAN JR., CHAIR

THOMAS J. LUND, VICE CHAIR

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.85 and 59.094, Wis. Stats., notice is hereby given to the public that the regular meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** will be held on **Wednesday, October 16, 2013 at 7:00 p.m.,** in the Legislative Room 203, 100 North Jefferson St., Green Bay, Wisconsin.

**NOTICE IS HEREBY GIVEN THAT THE COUNTY BOARD MAY TAKE ACTION ON
ANY ITEM ON THE AGENDA**

**** PRESENTATION ****

Update from the Brown County Drug Task Force

The following matters will be considered:

Call to order.

Invocation.

Pledge of Allegiance to the Flag.

Opening Roll Call.

1. **Adoption of Agenda.**
2. **Comments from the Public:**
 - a) Must be limited to items not on the agenda.
 - b) State name and address for the record.
 - c) Comments will be limited to five minutes.
 - d) The Board's role is to listen and not discuss comments nor take action of those comments at this meeting.
3. **Approval of Minutes of September 18, 2013**
4. **Announcements of Supervisors.**
5. **Communications:** (None)
 - a) Late Communications.
6. **Appointments:**
County Executive
 - a) (None)
7. **Reports by:**
 - a) County Executive.
 - b) Board Chairman.

8. **Other Reports:**

- a) Treasurer's Financial Report for the Month of June, 2013.
- b) Treasurer's Financial Report for the Month of July, 2013.

9. **Standing Committee Reports:**

- a) Report of Administration Committee of September 26, 2013.
- b) Report of Education & Recreation Committee of October 3, 2013.
- c) Report of Executive Committee of October 7, 2013.
 - i) Report of Special Executive Committee of October 16, 2013.
- d) Report of Human Services Committee of September 25, 2013.
- e) Report of Planning, Development & Transportation Committee of September 23, 2013.
 - i) Report of Land Conservation Subcommittee of September 23, 2013.
- f) Report of Public Safety Committee of October 9, 2013.

10. **Resolutions, Ordinances:**

**Administration Committee, Executive Committee, Human Services,
Planning, Development & Transportation Committee and Public Safety Committee**

- a) Resolution re: Reclassification of Positions Clerk/Typist I, Clerk I, Typist I.
*Motion at Admin: To approve; Exec: To approve; Hum Svc: To approve; PD&T: To approve;
Public Safety: To approve.*

Administration Committee and Executive Committee

- b) Resolution re: Reclassification of the Information Services Director Position Technology Services Department. *Motion at Admin: To approve; Motion at Exec: To approve.*

Executive Committee

- c) Proclamation Declaring October 20-26, 2013 "Freedom from Workplace Bullies Week".
Motion at Exec: Receive and place on file.

Executive Committee and Human Services Committee

- d) Resolution re: Reclassification of Position Health Department Health Aide. *Motion at Exec: To approve; Motion at Hum Svc: To approve.*

Human Services Committee

- e) Resolution re: Northeast Wisconsin Long Term Care District County Board Resolution to Authorize NEW Family Care to Enter into a Contract with the Department of Health Services.
Motion at Hum Svc: To approve.

Planning, Development & Transportation Committee

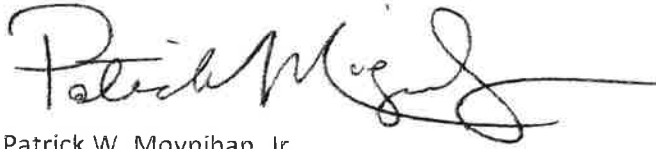
- f) Resolution Amending the Brown County Farmland Preservation Plan Map. *Motion at PD&T: To approve.*
- g) Ordinance Amending Schedule A of the Brown County Code Entitled "Speed Limits".
Motion at PD&T: To approve.
- h) Resolution Authorizing County Trunk Highway Jurisdictional Revisions on County Highway FF, in the Village of Howard, Brown County. *Motion at PD&T: To approve.*
- i) Resolution Accepting Recommendations of Port and Resource Recovery Department Financial Analysis. *Motion at PD&T: To approve.*

Public Safety Committee and Special Executive Committee

- j) Resolution re: Change in Table of Organization Public Safety Communications Telecommunication Operator I. *Motion at Public Safety: To approve; Motion at Exec pending Special Exec 10/16.*

11. Such other matters as authorized by law.
12. Bills over \$5,000 for period ending.
13. Closing Roll Call.
14. Adjournment to Wednesday, November 6, 2013 at 9:00 a.m., Legislative Room, 100 N. Jefferson Street, Green Bay, Wisconsin

Submitted by:

A handwritten signature in black ink, appearing to read "Patrick W. Moynihan, Jr.", with a stylized, flowing script.

Patrick W. Moynihan, Jr.
Board Chairman

Notice is hereby given that action by the County Board of Supervisors may be taken on any of the items which are described or listed in this agenda. The County Board of Supervisors may go into Closed Session: Pursuant to Wis. Stats. § 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

SHERIFF'S OFFICE

Brown County

2684 Development Dr. GB, WI 54311
P.O. BOX 22003
GREEN BAY, WISCONSIN 54305-4206
PHONE (920) 448-4200 FAX (920) 448-4206



JOHN R. GOSSAGE
SHERIFF

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.84 of the Wisconsin Statutes, notice is hereby given to the public that a regular meeting of the **Brown County Traffic Safety Commission** will be held on **October 17th, 2013 at 9:00 a.m.** at the **Brown County Sheriff's Office, 2684 Development Dr., Green Bay, WI 54311.**

Agencies reporting traffic fatalities for the third quarter of 2013 **please forward** incident information in advance to Randy Schultz at: Schultz_rs@co.brown.wi.us. Thank you.

A G E N D A

1. Call to Order
2. Approve Minutes
3. US 41 Construction Update
4. STH 29 Construction Update
5. CTH GV Construction Update
6. "Last Call", Multi-Jurisdictional OWI Task Force Update
7. BOTS Update, 2013/14 plans/issues
8. "Safe Rides" Update and PSA planning
9. Third Quarter Traffic Fatalities
10. What else can we do (or do better) in 2014?
11. Citizen Appearances
12. Other Business as Allowed by Law

Randy Schultz, #120 BRSO
Chair
Brown County Traffic Safety Commission

LIBRARY

Brown County

515 PINE STREET
GREEN BAY, WISCONSIN 54301-5194

LYNN M. STAINBROOK
DIRECTOR

PHONE (920) 448-4400
FAX (920) 448-4364

E-MAIL Stainbrook_LM@co.brown.wi.us
WEBSITE www.browncountylibrary.org

"Providing trusted information and resources to connect people, ideas and community."

BROWN COUNTY LIBRARY BOARD

Central Library

Thursday, October 17, 2013

5:15 p.m.

AGENDA

1. Call to Order
2. Consent Items (5 minutes)
 - a. Approve/modify agenda
 - b. Approval of minutes
3. Communications and Open Forum for the Public (5 minutes)
4. Report from Museum-Library Taskforce (5 minutes)
5. Strategic Planning Discussion (30 minutes)
6. Library Business (30 minutes)
 - a. Information Services Report
 - b. Financial Manager's Report, Bills and Donations
 - c. 2014 Budget
 - d. Approve Budget adjustment Notice - transfer budget dollars from supplies to capital outlay for Cellcom Children's Vegetable Garden Project Fence
 - e. Approve Budget Adjustment Notice – transfer budget dollars for Ashwaubenon parking lot project
 - f. Approve Ashwaubenon Parking Lot bid
 - g. Facilities Report
 1. Progress Report on Cellcom Children's Vegetable Garden
 2. Update on Various Projects
7. Nicolet Federated Library System (5 minutes)
 - a. Monthly Update
 - b. Approve 2014 Resource Library Agreement
8. Old Business (15 minutes)
 - a. Adjacent County Billing – Proposal from OWLS
 - b. AB 288 status
9. Personnel (5 minutes)
 - a. Approve Revised Personnel Administration Policy

10. President's Report (5 minutes)
11. Director's Report – questions/clarifications (5 minutes)
12. Closed session pursuant to Wis. Stat. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – staff compensation.
13. Such Other Matters as are Authorized by Law (5 minutes)
14. Meeting Summary/Next Meeting Planning (2 minutes)
15. Adjournment

Notice is hereby given that action by the committee may be taken on any of the items which are described or listed in this agenda.



**Kathy L. Pletcher
President**

Next Meeting:

Thursday, November 21, 2013
Central Library
515 Pine Street
5:15 p.m.



OCTOBER 2013

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|--|---|---|---|--------|----------|
| | | 1 | 2 | 3 Ed & Rec Cmte 5:30pm | 4 | 5 |
| 6  | 7 Executive Cmte 5:30 pm | 8 | 9 Public Safety Reg & Budget 5:00 pm @ Sheriff's Office | 10 | 11 | 12 |
| 13  | 14 | 15 Vets Recognition Subcommittee 5:00 pm | 16 Board of Supervisors 7:00 pm | 17 | 18 | 19 |
| 20  | 21 | 22 Ed & Rec Reg & Budget 5:30 pm | 23 Human Svc Reg & Budget 6 pm @ ASPIRO | 24 Admin Reg & Budget 5:00 pm | 25 | 26 |
| 27 | 28 Land Con 5:30 pm Plan Dev & Trans Reg & Budget | 29 Executive Cmte Budget Mtg 5:30 pm | 30 Special Board of Sup Grievance Hearing | 31  | | |

NOVEMBER 2013



| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|--|---|--|--|--------|----------|
| | | | | | 1 | 2 |
| 3 | 4  | 5 | 6 Board of Sup Budget Mtg 9:00 am | 7 Ed & Rec 5:30 pm | 8 | 9 |
| 10  | 11 | 12 | 13 Special Board of Sup Grievance Hearing | 14 | 15 | 16 |
| 17  | 18 | 19 Vets Recognition Subcommittee 5:00 pm | 20 | 21 | 22 | 23 |
| 24  | 25 Land Con 6 pm Plan Dev & Trans 6:30 pm | 26 | 27 Human Svc 6:00 pm | 28  | 29 | 30 |

BROWN COUNTY COMMITTEE MINUTES

- Housing Authority (September 23, 2013)
- Northeastern Wisconsin CDBG – Housing Region Committee Meeting (October 1, 2013)
- Planning Commission Board of Directors (September 4, 2013)
- Planning Commission Board of Directors – Transportation Subcommittee (September 16, 2013 – Draft)
- Traffic Safety Commission (July 18, 2013)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, September 23, 2013, 3:00 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS PRESENT: Tom Diedrick–Chair, Ann Hartman, Corday Goddard, Adam DeKeyser

MEMBERS ABSENT: Sup. Andy Nicholson

OTHERS PRESENT: Robyn Hallet, Rob Strong, Stephanie Schmutzer, Nikki Aderholdt, Matt Roberts, Pat Leifker, Nicole Tiedt, Yvette Tice, Lori DeGrave, Susan Exworthy, Aaron Schuette

APPROVAL OF MINUTES:

1. Approval of the minutes from the July 15, 2013, meeting of the Brown County Housing Authority

A motion was made by C. Goddard and seconded by A. DeKeyser to approve the minutes from the July 15, 2013 meeting of the Brown County Housing Authority. Motion carried.

2. Approval of the minutes from the July 29, 2013, special meeting of the Brown County Housing Authority

A motion was made by A. DeKeyser and seconded by C. Goddard to approve the minutes from the July 29, 2013 special meeting of the Brown County Housing Authority. Motion carried.

ELECTION OF OFFICERS:

R. Strong suggested the election be postponed until later in the meeting to see if other Commissioners arrive. All agreed.

COMMUNICATIONS:

3. Letter from Housing Authority Insurance Group regarding dividends received

R. Hallet explained that Housing Authority Insurance Group, BCHA's insurance company, occasionally pays out dividends to members. BCHA recently received a check for \$141.72.

STAFF REPORTS:

N. Aderholdt provided a handout and explanation regarding fraud recovery activity. She explained that in 2007 BCHA began taking small claims actions against clients who received Housing Assistance Payments fraudulently. To date, BCHA has filed 454 cases, of which 126 have been satisfied, 39 have been dismissed and the remaining are open and making payments. The total amount recouped as of today is \$496,475, which includes receipts from repayment agreements, loan payoffs and Wisconsin Tax Refund Interception Program (TRIP). The total balance due on all accounts is \$1,000,280. N. Aderholdt explained that by regulation, the PHA can retain 50% of the amounts recouped; the other 50% must be returned to HUD.

T. Diedrick explained that fraud recovery activity is something that BCHA does to make sure we're operating a high quality program. N. Aderholdt stated that other PHAs have contacted us to learn from our procedures for fraud recovery.

S. Schmutzer explained that the HUD regulations allow us to keep 50% of money collected or actual expenses incurred in recovery activity. Since the first option is more beneficial for

us, that is how much we keep, which is used to cover N. Aderholdt's time and other related expenses. The other half goes back into Housing Assistance Payments funds.

N. Aderholdt stated that she will give another update in early 2014, after more TRIP payments have been received.

REPORTS:

4. Report on Housing Choice Voucher Rental Assistance Program

A. Preliminary Applications

P. Leifker reported that there were 57 preliminary applications for July and 90 for August 2013.

B. Unit Count

P. Leifker reported that the unit count for July was 2,983 units and August was 2,937.

C. Housing Assistance Payments Expenses

P. Leifker reported that the Housing Assistance Payments for July was \$1,175,893 and August was \$1,159,603.

D. Housing Quality Standard Inspection Compliance

M. Roberts reported that there were 287 inspections in July; of those 55% passed their first inspection, 17.8% passed the reinspection, and 27.2% failed. For August, there were 301 inspections, with 52.2% passing, 21.9% passing the reinspection, 25.9% failed the reinspection.

T. Diedrick inquired if we charge for further reinspections. M. Roberts explained that HUD does not allow for this; years ago, we interpreted the regulations to mean that a "reinspection" was only the first attempt to reinspect a unit and we thus charged for any subsequent reinspections. However, HUD informed us this was not permissible. A. DeKeyser inquired what happens after it fails an inspection twice. M. Roberts explained that we will then stop or "abate" the Housing Assistance Payment. During the abatement period, the resident still only pays their portion of the rent and the landlord cannot evict for this. Most of the time the landlord makes the repairs and HAP resumes. If abatement continues for over 90 days and the landlord refuses to make the repairs, the client is given the opportunity to move; otherwise the file would be closed. R. Hallet explained that in such cases, that information is shared with the City of Green Bay Inspection Department for properties within the City of Green Bay or other municipalities if they will take action on such landlords.

M. Roberts reported that in the last quarter, the most common fail items were regarding windows, followed by electrical issues, smoke detectors, and plumbing.

E. Program Activity/52681B (administrative costs, portability activity, SEMAP)

Y. Tice reported that for August 2013 there were 260 port-outs with a total HAP expense of over \$204,000. ICS admin was overspent by \$4,100 and FSS admin was underspent by \$2,080.

F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, new contracts, homeownership)

N. Tiedt reported that there were 92 FSS clients in July and 87 in August; 28 had escrow accounts in July and 27 in August; in July there were 2 graduates, and 4 in August; 6 new contracts in July and 3 in August; 66 homeowners in July and 65 in August.

G. VASH Reports (active VASH, new VASH)

N. Tiedt reported that there were 20 VASH clients in July and 19 in August, which includes 1 new VASH client in July and 0 in August.

H. Langan Investigations Criminal Background Screening and Fraud Investigations

T. Diedrick gave an introduction for the sake of the new members, explaining that unlike many PHAs, BCHA contracts with a private investigator to do screenings of new participants and investigates fraud activity of existing participants, which has worked very well for us. P. Leifker reported that for July there were 4 new investigations assigned, 5 previous investigations closed, and 3 investigations still active. No additional applications have been processed. For August, there were 5 new investigations, 6 previous investigations closed, and 5 still active. There were 48 screenings conducted for new applicants, all of which were approved. In July, 3 of the 4 new investigations were in the City of Green Bay, one in De Pere; August had 10 from Green Bay, one from De Pere. The next chart illustrated the August 2013 initial applications by municipality. P. Leifker asked if the BCHA wanted this monthly. T. Diedrick suggested quarterly would be sufficient.

R. Strong further explained that having these investigation reports and agents to testify at small claims hearings helps a great deal when processing small claims actions. T. Diedrick further explained that Langan staff are former police officers, which also is beneficial.

I. Reasons for Background Screening Denials

P. Leifker reported there was no data for this report since there weren't any denials by Langan.

J. Customer Service Report

L. DeGrave reported various activities regarding ICS's customer service: ICS hired another customer service representative, who was previously employed with ICS through ASPIRO doing the back scanning. Customer service training on communication and dealing with difficult people will be provided to staff in October. ICS has enhanced the role of Customer and Office Services positions, providing them more in-depth training so they can better assist clients and the Program Specialists. They have also rearranged office space to better suit ICS's needs. More documents and forms are provided in the lobby to make it a self-service center and a customer service satisfaction assessment is also available in the lobby. ICS has also created a customer service charter, a statement of ICS's commitment to provide quality services in an efficient and timely manner, which will be posted in each staff person's office. ICS has created a complaint log to track customer complaints and monitor trends to see if there are specific areas they need to improve upon. A customer service procedure manual has been completed, which includes a policy that voicemails be returned within two days. The ICS website is a great self-service option with a lot of program information, downloadable forms and names and contact information for staff. ICS has a Rosetta Stone Spanish program available to staff to help them learn or brush up on their Spanish skills. Recently staff and FSS clients participated in a Habitat for Humanity garage build, which was a great team building activity and way to serve the community.

OLD BUSINESS:

None

NEW BUSINESS:

5. Review and approval of Brown County Housing Authority 2014 Annual Agency Plan

P. Leifker explained this Annual Plan generally doesn't change significantly from year to year. One area which does change is an update to revision made to the BCHA Administrative Plan, which he indicated includes Chapter 2: Reasonable Accommodations; Chapters 6 and 11: Streamline Reexaminations for Elderly and Disabled Families on Fixed Incomes; Chapter 11: Special Recertifications Every Six Months; and Chapter 12: Eviction Warnings and Lease Violations.

A motion was made by A. Hartman and seconded by C. Goddard to approve the 2014 Annual Agency Plan. Motion carried.

6. Approval of Audited Financials for Fiscal Year Ending December 31, 2012

S. Schmutzer passed out the audited financial statements, highlighting a few areas. On the Statement of Net Position our net position increased from last year. In 2011 there was an operating loss of \$1,577,000, whereas this year there was an increase of \$636,000. She pointed out the three economic factors indicated on the report, the first attributing the decreased revenue to sequestration; the second explaining Brown County's unemployment rate contributes to a greater demand for Vouchers; and the third stating that BCHA will transfer the 1984 Community Development Block Grant (CDBG) to Brown County, who will be administering a regional CDBG program.

S. Schmutzer explained BCHA was required to have a single audit. The findings indicate we were unmodified, which means it was a good audit with no findings.

A. DeKeyser inquired why the government revenues went up from 2011 to 2012. S. Schmutzer explained this was due to the additional funding BCHA received from HUD to offset the port-out costs in 2012.

R. Strong explained that even though there are federal cuts, HUD still has an obligation to assist those on the program, so less funding doesn't necessarily mean the program shrinks in size, but rather we get hit harder in the administrative funding.

A motion was made by A. Hartman and seconded by A. DeKeyser to approve the audited financials for fiscal year ending December 31, 2012. Motion carried.

7. Approval of revisions to Chapter 8 (Housing Quality Standards and Rent Reasonableness Determinations) of Administrative Plan

M. Roberts explained that as discussed earlier, we stopped charging for reinspections a while ago, but we never removed that from the admin plan, so we are looking for approval to have that language removed.

Discussion ensued regarding the effectiveness of this policy when it was in place; however despite that, this is not permissible by regulations. R. Hallet explained that HUD stated that we could request a waiver to continue to charge such fees, but we'd have to explain in our waiver request why we believe we have good cause to implement this policy. She indicated she was in support of requesting such a waiver when ICS staff has availability to compile the data to support the request. A. Hartman asked if it is generally the "slumlords" who aren't complying. M. Roberts responded that often it is due to a lack of communication between the tenants and the landlord. There are more no shows for reinspections than there are double fails. Another issue is higher cost deficiencies not being repaired. M. Roberts agreed that it would be a good idea to request a waiver, but it will take some time to compile the data. T. Diedrick pointed out that we should be cautious about which issues we take to

our congressman because it would lack effectiveness if we are taking issues to them too frequently. If we determine it is cost effective, then we should do it.

A. Hartman inquired about the level of compliance when there was a fee compared to without one. M. Roberts responded that it is hard to gauge because when this policy changed, ICS implemented other strategies to reduce inspection costs. For example, if there was a no show earlier in the day, but the client called in, the inspector will go back later in the day.

A motion was made by A. Hartman and seconded by C. Goddard to approve the revision to Chapter 8 of the Administrative Plan. Motion carried.

8. Authorization to apply for FFY 2014 Family Self Sufficiency Coordinator funding

N. Tiedt explained that each year ICS applies for FSS Coordinator funding through a Notice of Funding Availability (NOFA), which was recently released for 2014. She is requesting authorization to again submit an application for this funding. We would be applying for funding for 3 FSS Coordinators. NOFA is not allowing for any increases in funds and have become very stringent about who can apply.

R. Strong explained that the application would be in BCHA's name, but ICS administers the FSS program so they are applying for the funds on behalf of BCHA.

A motion was made by C. Goddard and seconded by A. Hartman to authorize applying for FFY 2014 FSS Coordinator funding. Motion carried.

9. Discussion and possible action regarding 84 CDBG Revolving Loan Fund

R. Hallet introduced Aaron Schuette from the Brown County Planning Department, who BCHA has been working with on this issue. R. Strong stated, as discussed earlier, that Brown County will be the lead agency for a 10-county regional service area for the CDBG program. A. Schuette explained the area covered, which excludes large cities, as they receive their own entitlement funding. He stated that they have hired a Housing Planner and have an HQS RFP that will be released soon, to contract out that portion of the work. He explained that the Brown County Revolving Loan Funds (RLF) would stay within Brown County, administered separately from the regional funds.

R. Strong detailed the history of this program, stating that the funds were originally received in 1984 and BCHA administered the program on behalf of the County. Repayments are received on loans made with the original funding but are restricted, meaning it must still be used according to the requirements from 1984. Over the years, the funding mutated into different uses, including most recently as downpayment and closing cost assistance. After 20+ years, a monitoring review was conducted by the Department of Administration (DOA) after which we received a letter notifying us of the need to rectify various errors being made in the administration of the program. In responding to this letter we determined that we would give the funding back to Brown County to administer since they now have the staff to run the program.

A. Hartman inquired if DOA is in approval of BCHA giving the program back to Brown County. A. Schuette responded that this was one of their recommendations. He further commended BCHA staff for their efforts in the letter responding to DOA's findings. R. Strong indicated that we are awaiting a response from DOA to our letter and we will update the Authority once we get that response. He mentioned that the dollar amounts total about \$150,000.

R. Strong explained that the BCHA will retain the unrestricted 1981 funds. We may also work with Brown County to give back other funds that the BCHA administers on behalf of the County which we still have on the books. He further explained that the transition would include transferring the money currently in the account, the program files and records, any administrative documents, etc.

A motion was made by C. Goddard and seconded by A. DeKeyser to return the administration of the restricted 1984 Revolving Loan Funds back to Brown County. Motion carried.

ELECTION OF OFFICERS:

T. Diedrick turned over the position of Chair to R. Strong, who called for nominations for the position of Chairperson. A nomination for T. Diedrick was made by A. Hartman and seconded by C. Goddard. R. Strong inquired twice more if there were any other nominations. Being none, a vote was taken and passed electing T. Diedrick as the Chairperson.

T. Diedrick then opened the floor for nominations for Vice-Chair. C. Goddard nominated A. Hartman and seconded by A. DeKeyser. A request for other nominations was made two more times. Being none, a motion was approved nominating A. Hartman as the Vice-Chairperson.

T. Diedrick explained that in the past BCHA has set up a rotation to change officers every two years, with the Vice-Chair becoming the Chair, nominating a new Vice-Chair. Then the rotation would continue giving everyone an opportunity in both positions. Both he and R. Strong agreed this has worked well in the past.

BILLS:

A motion was made by A. Hartman and seconded by A. DeKeyser to approve the bills. Motion carried.

FINANCIAL REPORT:

S. Schmutzer indicated there wasn't anything unusual on the financial reports. She explained we don't yet know what will happen with the funding next month if Congress does not approve a federal budget.

T. Diedrick inquired if we wanted to go back to reviewing the financials quarterly instead of monthly. R. Hallet reminded the Authority that it may be beneficial for the sake of the new Commissioners to review these monthly; furthermore, HUD is encouraging Commissioners to be particularly attentive to the financial standings of their Authority. A. DeKeyser expressed his opinion that monthly would make the most sense.

S. Schmutzer explained these reports are year-to-date up to the date of the meeting. A. DeKeyser suggested monthly totals instead; however S. Schmutzer expressed concern that doing so would make the numbers look skewed. A. DeKeyser then suggested doing year-to-date as of the end of the previous month. S. Schmutzer agreed this would be feasible.

T. Diedrick inquired if the Authority would like to see the Statement of Financial Position, with investments monthly. R. Strong responded that this doesn't change very often. S. Schmutzer indicated that this money is in a CEDARS account, which is monitored by Nicolet Bank but invested in various banks so as not to exceed the amount insured by FDIC. R. Strong further suggested that the monthly financial reports should indicate which funds are restricted versus unrestricted.

INFORMATIONAL:**10. Update on Performance Based Contract Administration**

R. Hallet reminded the Authority that this was the program which they approved of withdrawing our application at the special July meeting. She indicated that WHEDA was in fact awarded this contract, but just learned that there have been more lawsuits against HUD for the way this was bid out, so the contracts have been put on hold again. WHEDA continues to administer it under its previous contract, but the status of its future is still unknown.

T. Diedrick expressed his disappointment in the way WHEDA approached BCHA about its desire for BCHA to withdraw its application.

STAFF REPORT:**11. ICS staffing changes**

M. Roberts introduced Yvette Tice as ICS's new Senior Accountant. He also mentioned that ICS is fully staffed now. R. Hallet explained that M. Roberts is now the Executive Director of ICS. She explained that several months ago Jon Syndergaard resigned and moved on to another local agency; prior to that Ben Fauske had taken on the role of Executive Director of ICS's non-profit division and was a great asset, but now is transitioning that role to M. Roberts. M. Roberts has been integral in assisting with all the changes in the BCHA/ICS relationship and we see this as a positive step. T. Diedrick also commented that he has appreciated M. Robert's attendance and direct communication in the BCHA meetings and looks forward to continuing a positive relationship.

R. Hallet stated that staff has looked into having a joint BCHA and ICS board meeting and offered the next ICS board meeting on January 23, 2014, 12:00 to 1:30 at ICS as a possible date for a joint meeting. M. Roberts expressed that although this is when their board would normally meet next, it doesn't have to be the time for the joint meeting. R. Strong expressed that this is something staff has discussed because there was a lack of communication and thought it would be a good idea to have the board members for both agencies get together. R. Strong also reminded the Authority that in upcoming meetings we will be reviewing and approving a 2014 ICS budget for the use of the HCV Administrative funds. A. DeKeyser suggested it may not be necessary for the ICS board to be present for the review of the budget, so waiting until January should be fine. He also said that whether or not this would be the only BCHA meeting in January would depend on other agenda items that may need to be covered. T. Diedrick expressed his opinion that January would be very good timing with the start of a new contract.

R. Hallet commented that both she and A. Hartman attended the Wisconsin Association of Housing Authorities (WAHA) Fall Conference. A. Hartman commented that what she learned is that Commissioners need to watch what their PHA is doing, because there have been a number of PHAs that fell apart because their Board was not paying attention.

R. Hallet handed out copies of the newly revised City Guide, for which BCHA contributed funding for the printing costs.

R. Strong reminded Commissioners that the National Association of Housing and Redevelopment Organizations (NAHRO) annual conference is also coming up and that staff budgets for two Commissioners to attend if anyone is interested.

T. Diedrick requested that the next meeting date be placed on the agendas.

A. DeKeyser stated it would be helpful to know the cost per inspection and if we try to get a waiver to re-establish a fee to landlords for multiple reinspections, the fee amount should be

correlated to the actual cost. T. Dedrick stated that the fee that was established was designated by BCHA without putting a lot of time into researching the actual cost per inspection; rather it was designed to get the landlords' attention. R. Strong indicated that the amount was selected based on the fee implemented by the City of Green Bay Inspection Department, which was roughly based on two hours of staff time. The Authority agreed, however, it would still be useful to know the actual cost.

A motion was made by A. Hartman and seconded by A. DeKeyser to adjourn the BCHA meeting. Motion carried.

Meeting adjourned at 4:55 p.m.

RH:jld



Northeastern Wisconsin CDBG – Housing Region Committee Meeting

10:00 A.M. – 12:00 P.M.

Tuesday, October 1, 2013

Brown County Northern Building, Room 200

305 E. Walnut St.

Green Bay, WI

(DRAFT) MINUTES

In attendance:

Aaron Schuette – Brown County
Dena Mooney – Calumet County
Julie Schmelzer – Calumet County
Sam Perlman – Door County
Sam Tobias – Fond du Lac County
Andrea Raymakers – Manitowoc County
Robin Elsner – Marinette County
Ellen Sorensen – Marinette County
Kent Gross – Outagamie County
Aaron Brault – Sheboygan County
Emily Vetting – Sheboygan County
Brad Masterson – Winnebago County

1. Introductions

A. Schuette welcomed the committee and each committee member introduced him/herself. A. Schuette informed the committee that Billie Jo Horsens who was hired for the Planner I –Housing position will be leaving Brown County to pursue a different career path. A. Schuette stated Billie Jo Horsens worked very hard on creating the program forms while she was here and he is grateful for the assistance she provided.

2. Brown County Staff Presentation on CDBG-Housing Training Overview

A. Schuette gave a presentation on the results of the CDBG-Housing training session. A copy of the presentation is attached. A. Schuette indicated there was discussion at the training about how or if to include mobile homes (not including manufactured homes) in the program. The committee voiced concern regarding the fact that mobile homes are a depreciating asset as opposed to an

appreciating asset and it is very likely that the mobile home would be losing equity over the potential 30-year loan. The committee decided to not include mobile homes in the housing rehabilitation loan program.

A. Schuette stated that many of the agencies at the training that already administer a CDBG-Housing program limit rehabilitation projects to \$24,999 in total repairs due to lead paint abatement requirements. Lead paint abatement significantly increases the cost of rehabilitation projects and may actually make them cost prohibitive. K. Gross and B. Masterson stated this is also how their programs are administered.

J. Schmelzer asked if a homeowner had an appraisal done within the past year, if it could be used instead of the assessment to determine fair market value for purposes of determining project eligibility. A. Schuette said appraisals may be used and J. Schmelzer asked that an option to use appraisals be noted in the Policy and Procedures Manual. A. Schuette stated that he will include such a provision.

K. Gross asked if the homebuyer down payment / closing cost assistance was available region wide. A. Schuette noted that at this point it is only for Door County to address high home prices. S. Perlman noted that Door County lending institutions have been asking him when the program will be ready.

J. Schmelzer asked how the Wisconsin Fund can be used in partnership with this program. A. Schuette said Brown County is planning on using the Wisconsin Fund to pay that portion of the mortgage that went toward the new private onsite wastewater treatment system. A new mortgage with the remaining loan amount will then be recorded after the payment from the Wisconsin Fund is received. The Wisconsin Fund dollars may then be re-loaned out for additional improvements. The committee asked that all counties that use the Wisconsin Fund also use the two programs in the same way as Brown County.

A. Brault asked if when the counties are ranking the projects, if the counties should take into account the amount that the Wisconsin Fund may reimburse. A. Schuette said it is probably best to just rank all of the applications received without taking into account potential reimbursement from the Wisconsin Fund.

3. Status of Cooperative Agreement and WDOA-DOH Contract

A. Schuette stated the Assistant Brown County Corporation Counsel has been working with the regional county corporation counsels to review the draft cooperative agreement and draft contract with WDOA-DOH. E. Sorensen confirmed this. A. Schuette said the Assistant Corporation Counsel had not heard anything back from the other county corporation counsels for the past few weeks and therefore assumes the drafts are agreeable to the counties. The drafts are ready to be sent back to WDOA-DOH for their final review and approval.

A. Schuette also mentioned the Environmental Review Record was completed and submitted to WDOA-DOH for review and approval.

4. Review/Approval of Draft CDBG-Housing Policy and Procedures Manual

A. Schuette indicated he will email a copy of the draft CDBG-Housing Policy and Procedures Manual to the committee members for their review, and comments should be emailed back to A. Schuette by October 18. A. Schuette will try to convene a teleconference to go over any proposed changes to the manual shortly after October 18 in order to have it in place before the program applications are released.

5. Review of Draft Forms

A. Schuette noted the majority of the draft forms are administrative in nature and are directly from WDOA-DOH. The application form is based upon a model provided by CouleeCAP in southwestern Wisconsin. R. Elsner asked if each county should place their logo on the application, and A. Schuette responded that WDOA-DOH requested the lead county logo be placed on all forms, including the application.

6. Update on Housing Quality Standards Evaluator RFP

A. Schuette stated the draft Request for Proposals has been forwarded to the Brown County Purchasing Department for posting starting October 14. B. Masterson asked if the HQS contract will be with one firm or with multiple HQS evaluators. A. Schuette said he is hoping for one firm so there is only one contract to administer. K. Gross asked if a regional approach could be utilized and A. Schuette indicated that it is possible, but he is still hoping for one contract.

7. Review of Project Application Intake Procedures

A. Schuette asked the committee if the process proposed at an earlier meeting, of having each county accept and prioritize the applications from their residents, is still acceptable to the counties. The counties all agreed to accept and prioritize the applications and then provide them to Brown County as scanned PDF documents and paper copies with original signatures. A. Brault asked if there should be a deadline for submittal of the applications to the counties. A. Schuette said that there should be and a statement of "Please return the applications as soon as possible, but not later than December 6, 2013" will be included in the application packet. The counties will have until December 31 to prioritize the applications and provide them to Brown County.

A discussion ensued regarding counties that do not receive enough applications to utilize all of their funding by December 6, 2013. The committee determined that each county without enough applications may hold the remaining funds until June 30, 2014. If there are undesignated funds remaining after that date, the remaining funds would be reallocated to the counties with applicant waiting lists.

B. Masterson asked what the performance period is for the CDBG-Housing Grant. A. Schuette said it is two years, with specific performance goals noted in the contract with WDOA-DOH.

8. Adjourn

A. Schuette thanked the committee members for attending the meeting and said the committee members should feel free to contact him at any time. A. Schuette said he will be emailing out a full packet of the forms for their review. Meeting adjourned at 10:54 a.m.

MINUTES
BROWN COUNTY PLANNING COMMISSION
BOARD OF DIRECTORS
Wednesday, September 4, 2013
Green Bay Metro Transportation Center
901 University Avenue, Commission Room
Green Bay, WI 54302
6:30 p.m.

ROLL CALL:

| | | | |
|----------------------|------------|--------------------|------------|
| Paul Blindauer | <u>Exc</u> | John Klasen | <u>X</u> |
| James Botz | <u>Exc</u> | Michael Malcheski | <u>X</u> |
| Paul Brewer | <u>X</u> | Ken Pabich | <u>X</u> |
| William Clancy | <u>Exc</u> | Scott Puyleart | <u>Exc</u> |
| Norbert Dantine, Jr. | <u>X</u> | Dan Robinson | <u>Exc</u> |
| Ron DeGrand | <u>X</u> | Ray Tauscher | <u>X</u> |
| Bernie Erickson | <u>X</u> | Mark Tumpach | <u>Abs</u> |
| Steve Gander | <u>X</u> | Steve VandenAvond | <u>X</u> |
| Adam Gauthier | <u>X</u> | Tim VandeWettering | <u>X</u> |
| Steve Grenier | <u>X</u> | Jason Ward | <u>X</u> |
| Phil Hilgenberg | <u>Exc</u> | Dave Wiese | <u>X</u> |
| Dotty Juengst | <u>Exc</u> | Reed Woodward | <u>X</u> |

OTHERS PRESENT: Chuck Lamine, Lisa Conard, Cole Runge, Jeff DuMez, and Jim Resick.

1. Approval of the minutes of the August 7, 2013, regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by B. Erickson, seconded by S. Grenier, to approve the minutes of the August 7, 2013, regular meeting of the Brown County Planning Commission Board of Directors. Motion carried unanimously.

2. Transportation Improvement Program (TIP) overview.

L. Conard stated the Transportation Improvement Program (TIP) contains a five-year program of highway and road, transit, transportation projects for seniors and persons with disabilities as well as transportation alternatives. She indicated there are various Federal funding programs that are included in the TIP. In last year's TIP there were 16 different Federal funding programs. L. Conard also stated in prior years there were as many as 19 different Federal funding programs. She noted that with the new transportation law, MAP 21, "Moving Ahead for Progress for the 21st Century" many of the Federal programs were consolidated and this TIP has nine Federal programs.

L. Conard stated most of the eligible activities remain eligible but in several cases they are combined with other programs. Projects included in past TIPs and this TIP include major projects like the US 41 expansion, arterial improvements, buses for Green Bay Metro as well as other equipment and money for operations, specialized vehicles meeting the needs of seniors and those with disabilities and transportation alternatives.

L. Conard indicated over the last three years, millions of federal transportation dollars were invested in the urbanized area.

Investment in the Urbanized Area

| Year | Federal Funds |
|------|---------------|
| 2012 | \$84,605,218 |
| 2011 | \$57,612,103 |
| 2010 | \$26,027,848 |

L. Conard stated that the Brown County Planning Commission (BCPC), acting as the MPO Policy Board, approved the following projects:

BCPC Board of Directors approval of STP-Urban Funds

Humboldt Road – Bascom Way to Spartan Rd - reconstruction with bike lanes & sidewalk
 Project Cost: \$2,208,000
 Eligible Funding: \$1,766,400 (80%)
 Approved Funding: \$1,434,894 (65%)

Pilgrim Way – Ashland Av to Holmgren Way - reconstruction
 Project Cost: \$1,740,000
 Eligible Funding: \$1,392,000 (80%)
 Approved Funding: \$1,130,653 (65%)

Gray Street – Dousman St to Velp Av - reconstruction with shared outside lane with sidewalks present
 Project Cost: \$2,062,500
 Eligible Funding: \$1,650,000 (80%)
 Approved Funding: \$1,650,000 (80%)

Greene Avenue – Libal St to East River Dr - reconstruction with bike lanes & sidewalk on the south side of the street
 Project Cost: \$381,850
 Eligible Funding: \$305,480 (80%)
 Approved Funding: \$305,480 (80%)

Allard Street – Grant St to Reid St - mill & resurface with sidewalks present
 Project Cost: \$116,000
 Eligible Funding: \$92,800 (80%)
 Approved Funding: \$92,800 (80%)

Mather Street – Vroman St to Roy Av - reconstruction with wide outside lane with sidewalks present
 Project Cost: \$615,000
 Eligible Funding: \$492,000 (80%)
 Approved Funding: \$492,000 (80%)

L. Conard indicated the following:

TIP Process

1. Staff collects project information from area agencies and jurisdictions and writes the draft document.
2. 30-day Public Review & Comment – August 21st – September 20th
3. Overview of TIP and Public Hearing – September 4th
4. Environmental Consultation with Resource Agencies – September 16th
5. BCPC Transportation Subcommittee – September 16th
6. BCPC Board of Directors endorsement – October 2nd
7. Staff demonstration of Fiscal Constraint to WisDOT, FTA, & FHWA
8. Approval by WisDOT – late fall/early winter
9. Incorporation into the STIP – publication in early 2014

S. Grenier indicated the projects that are listed were just the projects that the Brown County Planning Commission board approved; however, it does not necessarily commit the DOT to perform them. L. Conard noted the applications on the first two projects the applications were submitted. She also indicated the Humboldt Road and the Pilgrim Way projects are already approved. The remaining four projects were approved by the Brown County Planning Commission board and are still in the “hopper” with the DOT.

N. Dantine asked if there was a timeframe in which to use the funds for the projects.

L. Conard indicated in the case of Pilgrim Way and Humboldt Road initially those were going to be around 2013; however, per the request of the communities and other situations, in the case of Pilgrim Way, they did not want the construction to occur while work was still being done on US 41, so both of those projects have been delayed to 2016.

3. **Public Hearing:** Public hearing on the *Draft 2014-2018 Transportation Improvement Program for the Green Bay Urbanized Area* and public hearing on the *Green Bay Metro 2014 Program of Projects*. These public hearings will be held concurrently.

N. Dantine turned the public hearing over to L. Conard.

L. Conard opened the public hearing for the *2014-2018 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area* and the *Green Bay Metro 2014 Program of Projects*. The TIP contains a five-year program of highway, transit, elderly and disabled, and enhancement transportation improvement projects eligible for federal funds. The Green Bay Metro 2014 Program of Projects includes projects for which federal transit funds under the Federal Transit Administration Act will be applied.

L. Conard stated that today's hearings will be held concurrently. The hearings will be recorded and a written transcript will be prepared. The transcript, along with any written comments received during the review process, will be forwarded to the Transportation Subcommittee, Brown County Planning Commission Board of Directors, and the Green Bay Transit Commission.

L. Conard asked three times if anyone wished to speak. Hearing none, the public hearing was closed. L. Conard informed the commission that the requirement for a public hearing has been fulfilled.

4. **Public Hearing:** Public hearing on *Major Amendment #3 to the 2013-2017 Transportation Improvement Program for the Green Bay Urbanized Area*.

N. Dantine turned the public hearing over to L. Conard.

**Major Amendment #3 to the
2013-2017 Transportation Improvement Program
for the Green Bay Urbanized Area
by the Brown County Planning Commission**

The amendment includes the addition of one project:

| Project Sponsor | Project Description | 2014 | | | |
|-----------------|--|-------------|-----------|-------|-------------|
| | | Federal | State | Local | Total |
| WisDOT | <u>Interstate 41 Conversion</u> Update existing signing along US 41 to IH 41 from the Wisconsin/Illinois border to IH 43 in Green Bay. The cost estimate reflects the total cost of the project which extends beyond the Green Bay Metropolitan Planning Area. Fiscal constraint for the overall project is accounted for in the STIP. | | | | |
| 158-13-021 | 1133-03-76 | \$1,988,800 | \$497,200 | \$0 | \$2,486,000 |

The above project has been included in Table II-1 (project listing) of the original *2013-2017 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*. The above project has also been included in Table II-7 (fiscal constraint demonstration) of the 2013-2017 TIP. A full copy of the TIP and subsequent amendments and/or administrative modifications can be found on the Brown County Planning Commission website at <http://www.co.brown.wi.us/>. Click on Departments, Planning, Transportation, and Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.

L. Conard asked three times if anyone wished to speak. Hearing none, the public hearing was closed. L. Conard informed the commission that the requirement for a public hearing has been fulfilled.

5. Discussion and action on *Major Amendment #3 to the 2013-2017 Transportation Improvement Program for the Green Bay Urbanized Area.*

A discussion ensued regarding signs and installation of signs along the entire corridor from Green Bay to just south of the WI border where US 41 and 94 meet.

A motion was made by K. Pabich, seconded by S. VandenAvond, to approve the Major Amendment #3 to the 2013-2017 Transportation Improvement Program for the Green Bay Urbanized Area. Motion carried unanimously.

6. Notification of *Administrative Modification to the 2012-2016 Transportation Improvement Program for the Green Bay Urbanized Area* and *Administrative Modification to the 2013-2017 Transportation Improvement Program for the Green Bay Urbanized Area.*

L. Conard indicated this was an administrative modification and the staff's responsibility is to inform the Planning Commission.

Discussion ensued.

A motion was made by S. VandenAvond, seconded by K. Pabich, to place on file the Notification of Administrative Modification to the 2012-2016 and the 2013-2017 Transportation Improvement Program for the Green Bay Urbanized Area. Motion carried unanimously.

7. Discussion and action concerning the Recipient Coordination and Management Plan for the Green Bay Urbanized Area's Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program.

C. Runge mentioned that under the previous federal transportation authorization (The Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users [SAFETEA-LU]), there were two programs that were designed to enhance mobility for seniors and people with disabilities. He indicated the first program was called The Section 5310 Capital Assistance Program, which provided federal funds to help private non-profit agencies purchase vehicles and other capital items to transport seniors and people with disabilities; and the second program was the New Freedom Program, which provided federal funds to expand transportation mobility options for people with disabilities to help them find and retain jobs.

C. Runge mentioned that in July of 2012, a new federal transportation authorization was signed into law, MAP-21. The new law (Moving Ahead for Progress in the 21st Century [MAP-21]) combined the Section 5310 and New Freedom Programs to create the Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program. He indicated that WisDOT will not be administering this program in any urbanized areas in Wisconsin that exceed 200,000 in population, so a local administration process had to be developed by the Metropolitan Planning Organization (the Brown County Planning Commission) and local public transit operator (Green Bay Metro) to allow the funds associated with the new program to be distributed in the Green Bay area. C. Runge indicated as a part of this we have to adopt a Recipient Coordination and Management Plan for the Green Bay Urbanized Area's Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program.

C. Runge indicated a second change is funding entitlement. He mentioned that in the past we had to compete for funds, statewide, against other organized areas. Now, since we exceed 200,000 and are going to administer our own program, we will receive a funding set-aside. He indicated based on what he was told by the WisDOT, over the next two years we can expect to receive approximately \$155,000 per year of which roughly 90% can be used for projects and about 10% can be used for administration.

C. Runge mentioned they had to put together a project review and approval process which is outlined in the plan the Planning Commission has tonight.

A motion was made by K. Pabich, seconded by R. Tauscher, to approve the Recipient Coordination and Management Plan for the Green Bay Urbanized Area's Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program. Motion carried unanimously.

8. Presentation of the Brown County Research and Business Park Feasibility Study.

C. Lamine indicated the concept of the Brown County Research and Business Park was visited in the latter part of the 1990s when the I43 Business Park opened but the timing was not right for this project.

C. Lamine indicated the Brown County Research and Business Park's key elements are to encourage business investment and job creation, promote "brain gain" to support entrepreneurial efforts and economic growth, encourage higher education institutions to expand their economic development reach, and create an environment that promotes collaborative entrepreneurship in the private, non-profit, and public sectors. He also mentioned the supportive characteristics of the property as well as the current trends in business location criteria that the property has.

C. Lamine mentioned that the economic development partnership group, which includes Brown County, City of Green Bay, Advance, University of Wisconsin Green Bay, University of Wisconsin Extension, State of Wisconsin – Wisconsin Economic Development Corporation (WEDC), and Cardinal Capital Management, is growing continually. He also indicated the feasibility study analysis demonstrated an average of 52.7 acres of land was developed for business/industrial park use in Brown County during this economic recession.

C. Lamine indicated a rough cost estimate for the development of the Research and Business Park was approximately \$5.9 million, which included \$500,000 for demolition of the Brown County Mental Health Center.

A motion was made by K. Pabich, seconded by J. Klasen, to approve the Brown County Research and Business Park Feasibility Study. Motion approved unanimously.

9. Presentation of the Brown County business park interactive website.

J. DuMez gave a presentation of the Brown County business park interactive website, which will be ready to go live soon. He indicated the site is an opportunity to have a county-wide GIS map of all the business parks in Brown County. The site is not to replace each municipality's business parks map.

Discussion ensued.

A motion was made by B. Erickson, seconded by K. Pabich, to receive and place on file. Motion approved unanimously.

10. Director's report.

C. Lamine indicated the budget will not be coming out until next month.

A motion was made by K. Pabich, seconded by J. Ward, to approve the Director's report. Motion carried unanimously.

11. Brown County Planning Commission staff updates on work activities during the month of August 2013.

A motion was made by Ken Pabich, seconded by J. Ward, to receive and place on file the Brown County Planning Commission staff updates on work activities during the month of August 2013. Motion carried unanimously.

12. Discussion and action regarding a resolution recommending an amendment to the 2013-2017 Brown County Farmland Preservation Plan Map.

C. Lamine indicated this is a one-time opportunity to amend the 2013-2017 Brown County Farmland Preservation Plan Map. He indicated in order to continue to create eligibility for the qualified landowners to utilize the Wisconsin Farmland Preservation State Income Tax Credit, the local zoning maps and ordinances must be consistent with the Brown County Farmland Preservation Plan.

A motion was made by Ken Pabich, seconded by R. DeGrand, to approve a resolution recommending an amendment to the 2013-2017 Brown County Farmland Preservation Plan Map. Motion carried unanimously.

13. Other matters.

None.

14. Adjourn.

A motion was made by S. VandenAvond, seconded by R. Tauscher, to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 7:41 p.m.

**STAFF REPORT
TO THE
BROWN COUNTY PLANNING COMMISSION
September 4, 2013**

August 2013 Staff Activity Reports

The recent major planning activities of Chuck Lamine, Planning Director:

- Attended the Brown County Planning Commission Board of Directors meeting the evening of August 7.
- Continued to research, author, and analyze background materials for the Brown County Research and Business Park Feasibility Study.
- Presented a PowerPoint presentation regarding the Brown County Research and Business Park Feasibility Study to the Planning, Development & Transportation Committee the evening of August 26.
- Attended the August 28 meeting and served as a member of the Green Bay/Brown County Professional Football Stadium District Board.
- Participated in a meeting with Planning Department staff, Brown County Executive, and the City of Green Bay Directors of Planning and Economic Development Departments.
- Conducted staff meetings.
- Attended the Airport Development Committee meeting on August 8 and presented a Gantt chart regarding the necessary steps towards development of an Airport Industrial Park on non-aeronautical properties at the Airport.
- Coordinated with legal counsel regarding a collection action associated with the delinquent Raven Manufacturing Brown County Revolving Loan Fund (RLF) loan.
- Attended a Bay-Lake Regional Economic Development Revolving Loan Committee meeting on August 20.
- Conducted interviews for the vacant Planner I – Housing position.
- Presented the 2014 Planning and Land Services Department budget to the County Executive and Department of Administration staff.
- Coordinated with the Brown County Housing Authority, Brown County Corporation Counsel, and Brown County Department of Administration to respond to a letter from the Wisconsin Department of Administration regarding the Brown County Housing Revolving Loan Fund.
- Participated in a meeting with FHWA, WisDOT and a consultant to discuss the traffic analysis being prepared for the US 41/Southbridge Road Interstate Access Justification Report (IAJR).
- Attended a Wisconsin Economic Development Corporation (WEDC) and Wisconsin Department of Administration seminar on August 21 regarding community development tools in Algoma.
- Met with staff from Planning, Public Works, and Corporation Counsel to discuss subdivision review process as it related to a road connection issue for the Reserve at Meadow Ridge Subdivision in the Town of Ledgeview.

The recent major planning activities of Cole Runge, Principal Transportation Planner:

- Developed the MPO transportation system performance measures report for 2013.
- Developed the MPO's draft 2014 Transportation Planning Work Program and budget.
- Developed draft goals and objectives for the MPO's 2045 Long-Range Transportation Plan.

- Worked on a proposed set of performance measures and data sources for the MPO's Congestion Management Process (CMP) document.
- Developed and sent a letter asking agencies, organizations, and individuals on the MPO's Public Participation Process contact list to comment on the MPO's current Public Participation Process document.
- Reviewed employment data for 2010 and employment projections for 2045 that will be used to develop an update to the region's travel demand model. Also submitted comments about the data to the consultant hired by WisDOT to develop the updated model.
- Compiled information for a meeting of the Northeast Wisconsin Travel Demand Model Advisory Group. Also participated in a meeting of the advisory group.
- Reviewed the projected traffic volumes at peripheral locations throughout the region's traffic modeling network. Also submitted comments to WisDOT's traffic model consultant.
- Developed a PowerPoint summary of the old and new Section 5310 specialized transportation programs and presented it during a stakeholder meeting for Brown County's 2013 Coordinated Public Transit-Human Services Transportation Plan.
- Presented the draft Section 5310 Recipient Coordination and Management Plan to the Green Bay Transit Commission and answered questions from commissioners.
- Participated in two teleconferences with a consultant to discuss the traffic analysis being prepared for the US 41/Southbridge Road Interstate Access Justification Report (IAJR).
- Developed the agenda for the September meeting of the Brown County Transportation Coordinating Committee (TCC). Also sent the agenda and minutes of the previous meeting to the TCC members.

The recent major planning activities of Aaron Schuette, Principal Planner:

- Continued researching and writing the Port Opportunity Study for the Port of Green Bay.
- Attended a Wisconsin Coastal Management Program sponsored workshop on Great Lakes water levels at the Neville Museum on August 8.
- Continued to work on the Wisconsin Coastal Management Program grant funded Port Opportunity Study for the Port of Green Bay.
- Completed a proposed map amendment to the Brown County Farmland Preservation Plan for the Villages of Hobart and Suamico and Towns of Humboldt, Ledgeview, New Denmark and Scott, and submitted it to DATCP.
- Worked with the Administrative Coordinator to publish a public notice regarding a public hearing on the map amendment to the Brown County Farmland Preservation Plan.
- Prepared a revised elementary school attendance area map and parcel database for the Howard-Suamico School District.
- Participated in interviews for the Planner I – Housing position to assist in administration of the Northeastern Wisconsin Region CDBG-Housing program.
- Coordinated with Human Resources, Technology Services, and Facility Management to prepare for the new position.
- Prepared a draft Inspection Services RFP and provided it to Wisconsin Department of Administration for their review.
- Completed a draft of the Environmental Review Record for the CDBG-Housing program, pending public review comments.
- Worked with the Administrative Coordinator to publish a public notice for the CDBG-Housing Environmental Review Record in nine regional newspapers.

- Coordinated with the Brown County Housing Authority, Brown County Corporation Counsel, and Brown County Department of Administration to respond to a letter from the Wisconsin Department of Administration regarding the Brown County Housing Revolving Loan Fund.
- Prepared a draft of the Housing Chapter for the Brown County Comprehensive Plan Update.
- Began the Economic Development Chapter for the Brown County Comprehensive Plan Update.
- Participated in a meeting on the evening of August 19 to discuss facilitation of the Brown County Strategic Plan public input sessions with members of the Brown County Board and administration.
- Attended a Village of Allouez Planning Commission meeting on the evening of August 26 to discuss potential revisions to their site plan and design review ordinance.
- Met with the Village of Pulaski economic development consultant on August 20 to discuss economic development in the village.
- Attended the August 15 meeting of the Fox-Wisconsin Heritage Parkway Board in Oshkosh as the Brown County area representative.
- Coordinated with AECOM regarding the Phase II environmental assessment at the former Engine Core site in the Village of Howard under Brown County's EPA Brownfield Grant.
- Assisted 53 members of the public or local units of government with specific planning, land division, CDBG-Housing program, or zoning related phone calls during August.

The recent major planning activities of Peter Schlein, Senior Planner:

- Began review of nine new certified survey maps (CSMs). Completed review of six CSMs.
- Completed review of three subdivision plat pre-submittal consultations and three preliminary subdivision plats.
- Completed review of one preliminary subdivision plat for the City of Green Bay.
- Responded to five public Water Quality Letter requests.
- Began or completed two sewer service area (SSA) amendments.
- Review of smaller environmentally sensitive area (ESA) and SSA related issues and inquiries to develop solutions for smaller projects.
- A Town of Scott minor SSA amendment to add 3.9 acres to the sewer service area for existing residential development on part of Parcel SC-587. The SSA amendment was reviewed by staff on July 15 and is under review by the Bureau of Water Quality.
- A Town of Ledgeview minor SSA amendment to add 2.0 acres to the sewer service area for existing residential development on part of Parcel D-401. The SSA review has been delayed due to inadequate information being submitted by the agent representing the petitioner. A project completion date is unknown at this time.
- Continued to utilize an online format for submitting and filing SSA amendments and ESA amendments with the Bureau of Watershed Management to expedite the review and approval process, saving time and money for staff and property owners.
- Placed 350 flags in the field at the Brown County Farm property in order to assist the Army Corps of Engineers (ACOE) and the Wisconsin Department of Natural Resources when reviewing a wetland delineation report that was created for the property by a company named URS. An earlier version of the delineation created by the consultant had errors, so the flags are being used to identify if proper corrections have been made. To further assist, staff offered to go into the field with ACOE when the site review is being performed to assist with a GPS to find flags in areas where grass may be longer and screen the view of a flag.
- Provided planning services and ESA related duties, including advice to inquiries related to potential major and minor ESA amendments, identification of ESA violations, and assisting the public regarding "what is allowed and restricted" within an ESA buffer.

- Continued the development of an update to the Suamico Comprehensive Plan.
- Continued the development of an update to the Brown County Sewage Plan. Established an updated method for identifying acreage allocation to allow proposed development to occur when a municipality wishes to expand a sewer service area.
- Provided assistance and information to the general public, surveyors, and local units of government regarding various land divisions, potential developments, and general questions pertaining to the subdivision ordinance and general planning concepts via phone conversations and meetings.

The recent major planning activities of Lisa Conard, Transportation Planner I:

- Finalized the *Draft 2014-2018 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*.
 - Wrote two legal notices for publication.
 - Developed a general TIP and 2014 Green Bay Metro Program of Projects summary postcard and mailed them to interested parties as part of the public involvement requirement.
 - Developed a PowerPoint presentation.
- At the request of the WisDOT, began processing *Major Amendment #3 to the 2013-2017 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*.
 - Wrote legal notice for publication.
 - Prepared amendment document.
- Continued work on the *2014-2018 Transit Development Plan (TDP) for the Green Bay Metro System*.
- Continued preparing the *2013 Coordinated Public Transit-Human Services Transportation Plan for Brown County* as required by MAP-21.
 - Prepared a PowerPoint presentation.
 - Facilitated required county meeting and recorded proposed action plan items.
 - Prepared various compliance documents for the report.
- Wrote *Planning and Program of Projects* section of the upcoming Federal Transit Administration Triennial Review (audit) on behalf of Metro staff. Prepared additional materials for the audit.
- Began the August edition of the Green Bay Metro quarterly route review. All of Metro's full service fixed routes will be evaluated.
- Prepared and presented staff report regarding performance measures at the request of the Green Bay Transit Commission.
- Consulted and/or provided information to Metro staff regarding various services, compliance, and/or other issues.
- Attended morning session of the *Transportation Policy Conference* hosted by Congressman Ribble on August 9. The session dealt with state and federal transportation infrastructure.
- Attended public information meeting regarding Green Bay Metro's plans to modify three fixed routes, including the provision of front door service to the new Milo C. Huempfer VA Community Based Outpatient Clinic on August 21. Worked with Transportation/GIS Planner to determine the impact the proposed changes would have on the paratransit service area and related local share expense.
- Participated in the Green Bay Transit Commission meeting on August 21.

The recent major planning activities of Jeff DuMez, GIS/Land Records Coordinator:

- Met with department staff, Department of Administration, and the County Executive regarding our 2014 proposed budget.
- Assisted with the production of new online GIS sites including the Fox River Trail, Packer Heritage Trail, NEW Zoo, and others.
- Collected zoning information from Ledgeview to assist them in producing a new zoning map.
- Completed many enhancements and bug fixes to our ArcGIS server products.
- Assisted Emergency Management with damage assessment from the August 7 storms.
- Set up a Land Records System User Group to begin discussing replacement plans for the AS/400 system.
- Met with staff from four neighboring counties to discuss aerial photo project plans.
- Participated in writing an RFP for 2014 aerial orthophotography.
- Coordinated address data cleanup efforts.
- Discussed data access issues with Technology Services.
- Built a new data downloads page on the county web site to make access to our GIS data more automated.
- Began a "Geo" data refresh for Public Safety's 911 database to update them with addresses, streets, beat boundaries, etc.
- Provided GIS data and other services to KL Engineering, McMahon, GeoCue, All Seasons Heating & Cooling, CoreLogic, End Point Corporation, Robert E. Lee & Associates, Mi-Tech, EMC Inc., Vander Zanden Real Estate, WI Government Accountability Board, District Attorney, Oneida Tribe, and many local municipalities including Ashwaubenon, Green Bay, De Pere, Humboldt, Eaton, Scott, Pittsfield, Glenmore, Allouez, Ledgeview, Hobart, and others.
- Registered Brown County for the Esri Community maps program.
- Assisted other people with miscellaneous service, data, and training requests.
- Attended staff meetings as needed.

The recent major planning activities of Dan Teaters, Planner I (GIS/Transportation):

- Reviewed and commented on the Traffic Analysis Zone modeling for Brown County. Used GIS data and future land use maps to confirm or dismiss projected employment growth numbers.
- Village of Suamico Comprehensive Plan Transportation Chapter:
 - Updated pictures and maps.
 - Updated and reorganized text.
 - Completed draft for review.
- Updated the Green Bay Metro Route Guide as requested by Green Bay Metro staff.
- Collected bus stop data from Green Bay Metro for review and analysis by MPO staff.
- Updated the Green Bay Metro Packer Game Day Routes and brochures as requested by Green Bay Metro staff.
- Assigned new address as requested.
- Created new maps for the Transit Development Plan.
- Made updates to the following GIS layers:
 - Street centerlines.
 - Bicycle facilities.
 - Green Bay Metro Fixed Bus Routes 2, 7, 18, and 6.
 - Green Bay Metro Limited Service Routes.

- Created a location map for the BCPC meeting.
- Created new paratransit boundary for Green Bay Metro. New population numbers were calculated based on the proposed changes.
- Collected data for all traffic signals in Brown County that have pedestrian countdown displays for future performance measure analysis.
- Updated the Planning and Land Services website with current information for the transportation and economic development divisions.
- Participated in the regular staff meetings held every other Thursday morning.
- Attended weekly meetings with ESRI staff to discuss ArcGIS online projects.

The recent major planning activities of Jeremy Du Chateau, GIS Technician:

- Aided in August 8 storm damage assessment at the Emergency Operations Center (EOC). Collected data from calls by emergency responders reporting damage assessment to the EOC. Created map and report using parcel and assessor data showing total storm damage for the Emergency Management Director.
- Worked with Zoning Department to assess mobile GIS application needs.
- Created Fox River Trail interactive web map showing trail and key facility locations.
- Created Packers Heritage Trail interactive map and working with Cliff Christl on finalizing product.
- Met with NEW Zoo staff to help develop and create online interactive web map.
- Assisted Scott Anthes with setup of GPS unit with schema and settings for data collection of sprinkler head and irrigations facilities.
- Assisted District Attorney's Office with maps for criminal trial.
- Continued to assist with the Business Park web mapping system implementation and development, including working with community contacts throughout the county.
- Continued to develop and enhance the County's web mapping system.
- Continued to look to process improvements within County GIS enterprise system.
- Assisted other people with miscellaneous service, plots, data, and training requests.
- Attended staff meetings as needed.
- Attended Land Information Council budget approval meeting.
- Attended Titledown GIS Coordinators meeting to discuss 2014 aerial project.

(DRAFT) MINUTES
BROWN COUNTY PLANNING COMMISSION BOARD OF DIRECTORS
TRANSPORTATION SUBCOMMITTEE
Monday, September 16, 2013
Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
10:00 a.m.

ROLL CALL:

(Voting)

| | | | |
|-------------------------|------------|---------------------|------------|
| Jeff Agee-Aguayo | | Tom Klimek | <u>X</u> |
| Bill Balke (Vice-Chair) | <u>X</u> | Randy Loberger* | <u>X</u> |
| Craig Berndt | <u>X</u> | Doug Martin (Chair) | <u>Exc</u> |
| Geoff Farr | <u>X</u> | Tom Miller | |
| Mike Finn | | Rebecca Nyberg | <u>X</u> |
| Paul Fontecchio | <u>X</u> | Eric Rakers | <u>X</u> |
| Steve Grenier | <u>X</u> | Derek Weyer | |
| Ed Kazik | <u>Exc</u> | Tom Wittig* | <u>X</u> |

(Non-voting)

| | |
|-----------------------------------|----------|
| Alexis Kuklenski (FHWA – Madison) | |
| Susan Morrison (WisDOT – Madison) | <u>X</u> |
| Chris Bertch (FTA Region 5) | |

Others Present: Lisa J. Conard, * Todd Every for Randy Loberger, * Patty Kiewiz for Tom Wittig, Cole Runge, and Mark Walters.

Vice-Chair Balke opened the meeting at 10:00 a.m.

ORDER OF BUSINESS:

1. Approval of the February 25, 2013, Transportation Subcommittee meeting minutes.

A motion was made by T. Every, seconded by S. Grenier, to approve the February 25, 2013, Transportation Subcommittee meeting minutes. Motion carried.

2. Recommendation to the BCPC Board of Directors regarding the draft 2014 Transportation Planning Work Program.

C. Runge highlighted major tasks proposed in the 2014 MPO work program. The MPO will have additional requirements as a result of reaching Transportation Management Area (TMA) status (200,000+ population).

Transportation Management Area (TMA) Planning Certification Review

The primary purpose of a certification review is to formalize the continuing oversight and day-to-day evaluation of the planning process. The certification review process ensures that the planning requirements of 23 U.S.C. 134 and 49 U.S.C. 5303 are being satisfactorily implemented. In a broader sense, the certification review process is an opportunity to provide advice and guidance to a Transportation Management Area (an urbanized area with a population over

200,000) for enhancing the planning process and improving the quality of transportation investment decisions.

Because the Green Bay Urbanized Area now exceeds 200,000 people, the Green Bay MPO will have its first Planning Certification Review in the fall of 2014. This review will be conducted by representatives of the Federal Highway Administration, Federal Transit Administration, and Wisconsin Department of Transportation.

Congestion Management Process (CMP) Implementation

According to federal law (23 USC 134 and 49 USC 5303), urbanized areas that have populations of 200,000 or more must have Congestion Management Processes (CMPs) that provide information about transportation system performance, offer strategies for alleviating traffic congestion, and identify methods of enhancing the mobility of people and goods. The CMP is to be developed and implemented as an integrated part of the metropolitan transportation planning process, and it is intended to support the use of appropriate demand management, operations, and other strategies to meet transportation needs. The multimodal performance measures and strategies developed by the CMP are to be reflected in the MPO's Long-Range Transportation Plan and Transportation Improvement Program.

Because the Green Bay Urbanized Area's population exceeded 200,000 following the release of the 2010 US Census data, a CMP was developed that addresses congestion on the major transportation facilities within the MPO's Metropolitan Planning Area. The CMP is scheduled to be approved by the MPO's Policy Board in 2013, and additional data will be collected and analyzed in 2014 to determine if the targets identified for the CMP's performance measures are being met.

2010-2012 Green Bay Metropolitan Area Intersection Crash Study

The Green Bay Metropolitan Area experiences hundreds of vehicle crashes every year that are caused by a variety of factors, and most of these crashes occur at intersections because these are the main conflict points in the street system. In 2001, MPO staff completed a study that examined the 30 metropolitan area intersections that experienced at least 15 reportable crashes and had the highest average annual crash rates between 1997 and 1999. In 2006, MPO staff updated this study by identifying the 30 most hazardous metropolitan area intersections between 2002 and 2004. The 2006 study also examined the status of each of the 30 intersections profiled in the 2001 study to determine how they were performing five years later. A third study was completed in 2010, and this study identified and analyzed the 30 most hazardous metropolitan area intersections between 2007 and 2009. The study also examined the status of the 30 intersections profiled in the 2006 study to see if improvements had occurred.

Because the findings of the previous three studies have been used by the state, county, and communities to improve safety at intersections, MPO staff will complete a fourth study in 2014 that identifies and analyzes the 10 most hazardous metropolitan area intersections between 2010 and 2012 and examines the status of the 10 most hazardous intersections profiled in the 2010 study to see if improvements have occurred. The number of intersections that will be profiled in the 2014 study will be 10 instead of 30 because the previous crash studies have shown that the intersections with unusually high crash rates and numbers tended to be ranked in the top 10.

Green Bay Metro Comprehensive Bus Stop Study

In 2012, MPO and Green Bay Metro staffs assessed the accessibility of all signed bus stops to determine the stops that do not have direct access to a sidewalk and/or a concrete pad. Metro is now working with the service area communities to improve access where necessary and possible, but many stops continue to not have direct access to paved surfaces.

In June of 2013, MPO staff gained direct access to farebox and other information from Metro's data provider (GFI). Now that this information is available, MPO staff intends to conduct a comprehensive bus stop study to identify high- and low-activity stops and other stop characteristics. The results of this study will help Metro determine if stops should be added or eliminated and if routes can or should be modified based on ridership activity. The study results will also be used by Metro to justify the addition of sidewalks, concrete pads, and possibly shelters at stops.

Environmental Impact Statement (EIS) for Transportation Improvements in the Southern Portion of the Green Bay Metropolitan Area (Non-MPO Activity)

In 2013, MPO staff continued to develop an EIS to identify a preferred method of handling projected transportation demand in the southern portion of the Green Bay Metropolitan Area. Some of the work completed in 2013 included revising components of the draft EIS to reflect changes in the project's termini, developing an Environmental Report (ER) for the segment of CTH GV between CTH G and CTH X that is scheduled to be reconstructed in 2014, facilitating lead agencies meetings with representatives of WisDOT and FHWA, and providing several project status reports to the BCPC Board of Directors, participating communities, and other organizations.

In 2014, MPO staff will continue to work with WisDOT, FHWA, the project's cooperating and participating agencies, the EIS Stakeholder Committee, and the public to develop the Final EIS and Interstate Access Justification Report (IAJR) and receive a signed Record of Decision (ROD) for the project.

C. Runge stated that the EIS and IAJR are not MPO tasks and MPO funds will continue to not be used to complete the project. To date, local funds have been used to cover staff time, and consultants were only hired to do the archeological work along the proposed south bridge corridor and micro-level traffic analysis for the IAJR.

Discussion occurred regarding the status of the EIS and IAJR.

C. Runge stated that staff was completing the EIS and IAJR concurrently. However, FWHA and WisDOT recently determined that the IAJR must be completed prior to the approval of the EIS.

C. Runge stated that staff was informed that the IAJR must be reviewed and approved in this order:

1. WisDOT – Northeast Region
2. WisDOT – Central Office
3. FHWA – Madison Office
4. FHWA – Washington Office for final review and decision.

P. Fontecchio asked how much Brown County has invested to date in the EIS/IAJR project. C. Runge stated that a total of approximately \$75,000 will have been spent over the last seven years on consultant services when the micro-level traffic analysis is completed. The rest of the cost of the project has been covered by existing county staff at no additional cost to the county.

C. Runge stated that in 2014 the MPO will receive additional funding for staff. C. Runge stated that the additional workload associated with being designated a TMA will justify adding another staff person to the MPO. If this staff person is approved, the MPO will have one Principal Planner, one Senior Planner, and two Planner I positions. The addition of this position can occur at no additional cost to the county.

E. Rakers asked if the funding level is expected to continue.

S. Morrison, Urban and Regional Planner, WisDOT Bureau of Planning and Economic Development, stated that the MPO should expect to receive the higher level of funding in the future.

B. Balke asked for additional comments and questions regarding the work program.

Additional discussion occurred regarding the status of the EIS and IAJR.

R. Nyberg asked about the Transportation Alternatives Program (TAP) process, timeline, and the impact that the program changes (consolidation of programs) will have locally.

C. Runge stated that TMAs (areas over 200,000 population) will be given a TAP funding set-aside. This means that projects from the Green Bay Urbanized Area will not have to compete with projects from other parts of the state for funding. MPO staff does not currently know how much the Green Bay MPO will receive, but this information is expected to be known soon.

WisDOT is in the process of rolling out the program for 2014. MPO staff will be participating in a webinar at noon today with WisDOT staff. This will be WisDOT's first outreach to MPOs to explain the program.

A motion was made by E. Rakers, seconded by S. Grenier, to recommend approval of the draft 2014 Transportation Planning Work Program to the BCPC Board of Directors. Motion carried.

3. Recommendation to the BCPC Board of Directors regarding the draft 2014-2018 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.

L. Conard stated that the 2014-2018 TIP was forwarded to the Transportation Subcommittee on August 15. Activities to date include:

1. Began 30-day public review and comment period on August 21.
2. On September 4, before the BCPC, staff provided a general overview of what a TIP is, the purpose of a TIP, and the process for completing a TIP.
3. Also on September 4, staff held the public hearing.
4. Earlier today, staff completed the Environmental Consultation requirement.

To date, we have documented one comment; that coming from the Wisconsin Bureau of Aeronautics. The comment pertains to a small bridge project near the airport. The comment has been forwarded to the appropriate WisDOT staff.

Upon recommendation from the subcommittee today, staff will present the TIP to the BCPC Board of Directors on October 2. Shortly thereafter, staff will forward the document to FHWA, FTA, and WisDOT for approval.

Staff anticipates final approval by WisDOT in January of 2014.

L. Conard provided an update on the Local Program. Currently, there are six projects scheduled to receive STP Urban Funds. They include Pilgrim Way, Humboldt Road, Allard Street, Greene Avenue, Mather Street, and Gray Street.

With the passage of MAP-21 and the Green Bay Urbanized Area reaching TMA status, the STP Urban program will continue, but will be administered a little differently than in the past.

WisDOT has decided to go with a 5-year program, which will include the six projects and others that have yet to be approved for funding. The first 5-year program will be between 2014 and 2018. Previously the program was a 4-year program with funding occurring every second year.

In addition, FHWA has established a new STP-U entitlement for the Green Bay Urbanized Area. MPO staff and WisDOT staff have been in recent discussions on determining how much additional funding is available and the timing of future project approvals. The MPO will have more funds than in the past as a result of having an urbanized area population that now exceeds 200,000.

L. Conard noted that the Allard Street, Greene Avenue, Mather Street, and Gray Street comprehensive applications were due to WisDOT on June 28. Since that time, WisDOT Northeast Region staff has been working with the locals to finalize project costs.

Project managers representing Allard Street (E. Rakera of De Pere), Greene Avenue (C. Berndt of Allouez), and Mather and Gray Streets (S. Grenier of Green Bay) indicated that the WisDOT management consultant fees were significantly greater than expected. In addition, the project cost estimates provided by the state were higher than anticipated.

C. Runge stated that he invited the Local Program Manager from WisDOT Northeast Region to attend today's meeting to help explain the changes to the local program and the state's project cost estimates, but he was unable to attend. C. Runge was also told that no other WisDOT staff person could attend to discuss these issues.

Discussion occurred regarding WisDOT's management consultant fees and the level of service provided. Many members of the committee expressed frustration about the difficulty of and costs associated with working with the management consultants.

The subcommittee members who are also STP-U project managers agreed that making the projects whole (80% federal / 20% local) would be preferred if additional funds are made available for the funding cycle.

Discussion occurred regarding amending the TIP to allow the projects to move forward at 80/20. This would likely require a major amendment process and approval by the Brown County Planning Commission Board of Directors.

L. Conard reiterated that MPO and WisDOT staffs are currently discussing options for the current program and possible timing of future project approvals.

C. Runge stated he would be in contact with subcommittee members once more information is known.

P. Fontecchio asked why CTH EA was not included in the most recent funding approval.

L. Conard stated that WisDOT provided an estimate of \$2,500,000 for the 2-year funding period of 2015/2016. MPO staff ranked submitted projects using the eight criteria used to establish project priorities. Four projects (Allard, Greene, Mather, and Gray) ranked high and were close to the target of approximately \$2,500,000. The Transportation Subcommittee recommended and the Brown County Planning Commission Board of Directors approved the projects. (Note: the approval of the four projects occurred as part of the 2012-2016 TIP process and the CTH EA project had not yet been submitted to the MPO to include in the TIP. The EA project was first submitted for inclusion in the 2013-2017 TIP with a proposed construction year of 2017. The 2017 funds have not yet been assigned to specific projects.)

L. Conard stated that the CTH EA project remains eligible for funding and will be considered as a candidate project as the MPO looks to identify projects for the balance of the new 5-year program, including 2017 and 2018 projects.

P. Fontecchio stated he did not agree with process used to prioritize projects, particularly the criterion that allows projects to receive points based on the number of years the projects appear in the TIP. He stated this seems like poor planning.

C. Runge stated that the Brown County Planning Commission Board of Directors adopted the process, and this criterion was included to reward applicants that demonstrate a commitment to long-range project planning.

P. Fontecchio referred to page 93 of the draft TIP which shows the Brown County funding balance of \$1,221,358. He asked if this money was available to the county for projects.

L. Conard stated that the \$1,221,358 represents Brown County's sub-allocation of funds. All urban area communities with STP Urban-eligible road miles are assigned a sub-allocation proportional to their share of mileage. It is not "money in the bank." Instead, a positive balance indicates that an applicant is eligible to receive STP-U funds during a TIP funding cycle, and a negative balance indicates that an applicant is not eligible to receive STP-U funds during a TIP funding cycle. The county's current positive balance will make it eligible to receive STP-U funds in the next funding cycle.

A motion was made by T. Klimek, seconded by S. Grenier, to recommend approval of the draft 2014-2018 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area to the BCPC Board of Directors. Motion carried.

4. Discussion of proposed performance measures for the Green Bay MPO Congestion Management Process (CMP).

C. Runge provided an overview of the proposed performance measures, performance targets, and data sources for the Green Bay Metropolitan Planning Area's Congestion Management Process (CMP). The development of a CMP is required for urbanized areas with populations above 200,000.

R. Nyberg asked if the plan reflects the trend that people are driving less than in the past.

C. Runge stated that this will be considered in the CMP by measuring total delay per mile and delay per vehicle per mile.

C. Runge stated MPO staff plans to test areas of potential congestion by performing "floating car studies." MPO staff will drive along road segments using a Global Positioning System (GPS) device to record and measure delay.

S. Grenier asked about the goal of having on-street bicycle facilities on 20 percent of the Metropolitan Planning Area's collector and arterial streets by 2020. S. Grenier stated that bicycle accommodations are required for Monroe Avenue in Green Bay as part of Trans 75 (Complete Streets Law). Feedback from people who live in the adjacent neighborhoods indicates that they prefer to ride on residential streets parallel to the busy streets. Many feel uncomfortable riding on a busy street such as Monroe or Velp Avenue. The sharrows (shared bike and parking) the city installed on Crooks and Cherry are popular with area residents.

C. Runge stated that one of the draft goals for the 2045 MPO Long-Range Transportation Plan is to develop a bicycling and walking culture in the area that will help people feel more comfortable about bicycling on major streets.

C. Runge introduced Mr. Mark Walter who was attending the meeting today. Mr. Walter is staff from the Brown County Port and Resource Recovery Department. C. Runge asked M. Walter if he has any questions or comments about the draft goals and objectives.

M. Walter stated that he does not have comments or questions.

B. Balke asked if the document will be brought back to the Transportation Subcommittee in the future.

C. Runge stated that staff's goal is to present a full draft of the CMP to the subcommittee in October.

5. Discussion of draft goals and objectives for the 2045 Green Bay MPO Long-Range Transportation Plan.

C. Runge stated that the due date for the MPO's next long-range transportation plan is November of 2015. Although this is more than two years away, staff is beginning to develop goals and objectives for the plan.

C. Runge stated that Moving Ahead for Progress in the 21st Century (MAP-21) strongly emphasizes the establishment of performance- and outcome-based transportation programs, and MPOs are required to use a performance-based approach when they develop transportation plans for their Metropolitan Planning Areas. The draft goals and objectives for the long-range transportation plan are meant to reflect this approach.

C. Runge asked members of the subcommittee if they have comments or questions about the draft goals and objectives. He also asked the members to let him know if they have comments or questions after the meeting.

6. Discussion of the Green Bay MPO's Transportation System Performance Status Report.

The existing long-range plan was adopted in 2010. The staff report contains the status of the performance measures identified in the plan. This report is for information purposes, and no action is necessary.

P. Fontecchio stated he was opposed to the strategy that stated "For arterial streets, continue to construct two-lane boulevards or three-lane streets instead of streets with four lanes unless more lanes are proven to be necessary." His approach to road building is to minimize costs.

C. Runge stated that the BCPC/Green Bay MPO staff also wants to minimize costs, and many county and other road projects that have occurred in the area over the last several years have been narrowed based upon the recommendations of BCPC/Green Bay MPO staff. BCPC/Green Bay MPO staff's goal is to "right size" streets to save money and maximize efficiency and accessibility.

P. Fontecchio stated he also disagrees with recommendations in a 2005 BCPC/Green Bay MPO report entitled *A Case for Narrow Arterial Streets* that is on the BCPC/Green Bay MPO website.

P. Fontecchio stated he would like to see a cost component included in the long-range plan, as it is not cost-constrained.

C. Runge stated that the long-range plan is a policy document that does include a long-term financial analysis. The plan is not a Capital Improvement Program or TIP that identifies specific costs for all aspects of transportation projects.

P. Fontecchio stated he would vote against this type of (long-range) plan in the future.

T. Klimek suggested the plan also address short-sea shipping and the proposed intermodal operations.

B. Balke stated this item was informational and additional feedback can be provided to C. Runge.

7. Any other matters.

C. Runge stated that a Transportation Subcommittee meeting will likely be scheduled in October.

8. Adjourn.

B. Balke adjourned the meeting at 11:40 a.m.

SHERIFF'S OFFICE

Brown County

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JOHN GOSSAGE
SHERIFF

BROWN COUNTY TRAFFIC SAFETY COMMISSION MEETING MINUTES

A regular meeting was held on Thursday, July. 18th, 2013 at 9:00 a.m. at the Brown County Sheriff's Office.

| | | | |
|-----------------|-----------------------|---------------------|-----------------------|
| PRESENT: | Cullen Peltier | Paul Gazdik | Randy Schultz |
| | Mike Panosh | Randy Bani | Robert Bousley |
| | Tom Witczak | Rod Hamilton | |

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- I. Meeting called to order at 9:04a.m. by Chairman Randy Schultz.**
 - II. Minutes of the April 2013 meeting: Motion to accept minutes as printed by Tom Witczak, seconded by Randy Bani and carried by the Commission.**
 - III. US41 & STH 29 construction is heavy and on Schedule. Early morning shutdowns of 41 at 29 for tub girders continue and should be complete by mid-August. Tower Drive Bridge repaving expected done Friday July 19th. Truck damage to the CTH F overpass repair to start soon. Howard and GBFD Highway Incident Rapid Response Vehicles are now in service.**
 - IV. Above**
 - V. CTH GV from STH 172 north to CTH O is on schedule. Traffic is congested, but very little crash problems.**
 - VI. Funding for Speed and Click It Patrols unavailable from Feds due to sequester. All agencies have stopped those deployments. Individual OWI and the Task Force remain very active.**
 - VII. Thursday July 11th was the second deployment of no OWI stops by the Task Force. The hope was the message was getting out, but the weekend Sheriff's Patrol made seven OWI arrests and responded to four OWI related crashes including one that left the driver paralyzed from the waist down and the passenger in critical condition. One OWI arrest after a short pursuit of a motorcycle was for 10th offense. The arresting officer had also arrested that individual for his 6th offense. Total to date for the Task Force is over 3500 traffic stops and over 400 OWI arrests.**
 - VIII. No legislation presented for Loud Exhaust to date.**

- IX. No progress on Safe Rides overnight parking.**
- X. Three Traffic Fatalities in the second quarter. (See attached) One was OWI related.**
- XI. General discussion on driver's tactics causing the greatest safety problems outside of OWI. Inattentiveness and Impatience the hands down vote.**
- XII. No other business.**

Next meeting: Thursday, October 17th, 2013 at 9:00 a.m. at the Brown County Sheriff's Office, Truttmann Room, 2684 Development Drive, Green Bay, WI, 54311.

Motion to adjourn at 10:04am (Bani & Bousley) & carried by the commission.

Respectfully Submitted;

Randy Schultz